

Approved Information Technology Project Management Selective Certification for the IOWAccess Program Coordinator

A minimum of 6 months experience or 12 semester hours or a combination of both where the applicant has received training in or been in charge of information technology projects that included some or all of the following:

- Coordinating professional, paraprofessional, and technical personnel involved in the development of new and/or maintenance and operation of existing information technology systems;
- Responsible for multiple business and/or computer applications through the development and support phases;
- Initiates or participates in systems analysis studies;
- Evaluates overall and individual work performance to determine effectiveness in providing quality products within time and cost restraints;
- Prepares or reviews written and oral reports of proposed information technology systems;
- Directs applications systems planning and budgeting, and acquisition and acceptance of new equipment for the department;
- Monitors time and dollar expenditures to ensure projects and budgets meet established targets;
- Reviews computer programming techniques and computer usage to ensure efficient and effective procedures are utilized;
- Develops analysis and programming guidelines and documentation standards;
- Evaluates and makes recommendations for needed project team and/or customer training;
- Reviews the designs of computer applications to ensure that all requirements are satisfied;
- Reconciles conflicts within and between staff regarding resources, deadlines, and standards;
- Writes periodic progress, project status and problems resolution reports for management review;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Coursework or experience limited to straight computer programming, systems analysis, or web development is not applicable; the applicant must have education or experience aimed at project management where they were the primary party responsible for the project. The applicant may have also performed other duties or supervised other staff but that is not required as long as they were in charge of managing the information technology project or have taken coursework concerned with managing information technology projects.